

Work Experience Journal

Welcome to your placement journey! This journal is your personal space to reflect, learn, and grow throughout your on work experience. Use it to capture your goals, daily experiences, and key takeaways.

Name: _____

Placement Dates: _____

Team: _____

Manager: _____

Goal Setting Worksheet

Complete this section before you start your work experience placement. Think about specific and measurable targets that you can set for yourself to get the best out of your placement.

Goal Area	My Goals/Objectives	How I Will Measure Success
Learning Objectives		
Skills Development		
Areas of Interest		
Personal Goals		
Professional Goals		

Day 1: First Impressions

Before your first day make sure you know how to get to your placement, who you are meeting and aim to get to the location 20 minutes before your start time.

Prompt	Response
What did I do today?	
What did I learn?	
Who did I meet?	
How did I feel?	
Questions I have?	

Daily Journal Pages (Repeat from day 2 for each day of your placement)

Prompt	Response
Date	
Tasks I completed	
Skills I used or developed	
Challenges I faced and how I handled them	
Something new I learned	
What I enjoyed most today	

What I'd like to improve or try tomorrow	
Other Comments	

Mid-Placement Reflection

Prompt	Response
What have I learned so far?	
How have I grown professionally or personally?	
Feedback I've received	
Goals for the remainder of the placement	

Final Reflection

Prompt	Response
Highlights of my experience	
Key skills I've developed	
How this placement has influenced my career thinking	
What are my next step career goals?	

How will I get the best out of the employer contacts I have made ?	
Advice I'd give to future attendees	

Notes & Ideas

Professional Skills Tracker

Skill	How I applied it	How I improved it	Notes

Supervisor Feedback

Date	Feedback received	My response	Action steps

Project Log

Project name	Objective	My role	Outcome	Skills used
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Networking Notes

Person met	Role	What I learned from them	Follow-up actions